

CHILD CARE CENTER MONITORING CHECKLIST

FACILITY NAME		CAPACITY	MONITORING DATE
STREET ADDRESS		CITY	STATE ZIP CODE
EVALUATOR'S NAME	OFFICE	TELEPHONE NUMBER	
<p>CODES</p> <p>NA - Not applicable D – Discussed O - Observed C – Compliance N – Noncompliance W - Waiver exception granted</p>			
POSTING			
<p>_____ 1. Licensed visibly posted. (WAC 388-295-7080)</p> <p>_____ 2. Disaster preparedness plan and emergency numbers posted. (WAC 388-295-7080)</p> <p>_____ 3. Menu that reflects appropriate meal patterns posted. (WAC 388-295-7080)</p>			
RECORD KEEPING			
<p>_____ 4. Documentation of monthly fire drills. (WAC 388-295-7080)</p> <p>_____ 5. Maintains sign in/out sheets for parent signature. (WAC 388-295-7030)</p> <p>_____ 6. Child and staff records complete based on sampling of files (see page 2). (WAC 388-295-7010, 7050)</p> <p>_____ 7. Provider in compliance with insurance requirements. (RCW 74.15.340)</p>			
MEDICATION AND FIRST AID			
<p>_____ 8. Staff present in each area with current CPR/First Aid card. (WAC 388-295-1100)</p> <p>_____ 9. Medications and toxics safely stored. (WAC 388-295-3070, 5060)</p> <p>_____ 10. First Aid supplies are available. (WAC 388-295-5010)</p>			
GENERAL SAFETY AND SANITATION			
<p>_____ 11. Premises are safe, sanitary, free of hazards and in good repair. (WAC 388-295-5020, 5040)</p> <p>_____ 12. Outdoor equipment and ground cover maintained to prevent injury. (WAC 388-295-2130)</p> <p>_____ 13. Diaper changing area is sanitary and adjacent to handwashing sink. (WAC 388-295-4120)</p> <p>_____ 14. Staff routinely wash hands, surfaces, and equipment. (WAC 388-295-3020, 5040)</p>			
STAFFING			
<p>_____ 15. Children are within continuous visual <u>and</u> auditory supervision. (WAC 388-295-2090)</p> <p>_____ 16. Staff understand mandatory child abuse/neglect reporting requirements. (WAC 388-295-6040)</p> <p>_____ 17. Staff/child ratios are within licensing standards: (WAC 388-295-2090)</p> <p>Group size: _____ Child/staff ratio: _____</p> <p>_____ 18. Staff positively interacts with, disciplines, and guides children. (WAC 388-295-2030)</p> <p>_____ 19. New director or program supervisor has submitted required reference, resume and education documentation, if applicable. (WAC 388-295-1010)</p>			
PROGRAM, ACTIVITIES, AND ROUTINES			
<p>_____ 20. Current, written, developmentally appropriate activity schedule available. (WAC 388-295-2010)</p> <p>_____ 21. Daily routines provide children with a variety of options including large and small muscle activities. (WAC 388-295-2010)</p> <p>_____ 22. Learning and play materials: (WAC 388-295-2010)</p> <p>_____ sufficient quantity _____ developmentally appropriate _____ accessible _____ culturally relevant</p> <p>_____ 23. Outdoor play equipment promotes child's active play, physical development, and coordination. (WAC 388-295-2010)</p> <p>_____ 24. Activity observed (if additional space is needed, use "Observations," page 2):</p>			
LICENSEE'S SIGNATURE		DATE	EVALUATOR'S SIGNATURE
			DATE

[illegible]